

**Hillwood Estate, Museum & Gardens
Vacancy Announcement**

Position Title	Security Officer
Reports To	Assistant Head of Security
Employment Status	Full-Time, Non-Exempt
Regular Schedule	This is a 24 by 7 security operation. There will be a standard shift assigned, but candidate must be willing and able to work a variety of shifts, including day (8:00 a.m. - 4:00 p.m.); evening (4:00 p.m. – 12:00 a.m.) and night (12:00 a.m. – 8:00 a.m.); and special event hours
Location	Washington, DC

Position Summary

Incumbent is a critical member of a security team responsible for protecting the Estate’s collections, facilities, visitors, and employees.

Responsibilities

- Provide a visual security presence to ensure that visitors have a safe and pleasant experience while visiting the Estate, while also providing protection to the Estate’s collections;
- Greet visitors at entrance gates and assist with questions, as needed;
- Conduct regular security patrols throughout the property to ensure the protection of the collections, facilities, visitors, and employees;
- Inform facilities department of any equipment appearing to be in need of repair, including HVAC operations;
- Monitor alarm systems;
- Manage key distribution;
- Admit staff and visitors to the building;
- Be familiar with and understand the Estate’s emergency procedures;
- Facilitate crowd control as required;
- Provide assistance when visitors and/or employees are injured, contacting emergency services, as needed; and
- Other responsibilities as required.

Work Relationships

- Incumbent interacts with all Estate visitors, employees, and vendors.

Work Conditions/Environment

- Stand, walk, and/or sit for extended periods of time with limited breaks;
- Move freely through poorly lit and remote locations, including steep terrain;
- Operate motorized transportation carts;
- Ascend and descend numerous flights of stairs;
- Work indoors and outdoors, in varying weather conditions;
- Lift objects weighing 50+ pounds;
- Subject to random drug testing.

Minimum Position Requirements

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- Two years of security experience required, preferably with at least one year of security experience in a cultural property protection environment;
- High school diploma or equivalent; Some education or training past high school is preferred
- Strong reading, writing, and oral communications skills;
- Basic computer knowledge;
- Ability to acquire and maintain a District of Columbia Security Guard license issued by the Security Officer Management Branch;
- Ability to interpret and apply policies and procedures;
- Possess and exhibit excellent customer service and human interaction skills;
- Ability to maintain composure in crisis situations;
- Demonstrate the highest level of confidentiality;
- Ability to complete thorough and detailed incident reports, statements, gate logs, etc.;
- Knowledge and use of a computer base security alarm/access control system highly desirable;
- Ability to work rotating shifts, weekends, and holidays;
- Available to work overtime, often with limited advanced notice;
- Must be able to work collegially and independent of intensive supervision;
- Ability to continually exhibit excellent personal and uniform grooming appearance; and
- Certification in First Aid, Adult and Child CPR and AED (automated external defibrillator) or ability to obtain once employed.

Interested candidates should submit their resume, letter of interest, and salary requirements to employment@hillwoodmuseum.org (preferred method) or fax to (202) 966-1623. Please note that position includes benefits. Please, no phone calls. Principals only.